



Office of the Mayor-President
Purchasing Division

City of Baton Rouge
Parish of East Baton Rouge
222 Saint Louis Street, 8th Floor
Room 826
P.O.Box 1471
Baton Rouge, Louisiana 70821

Kris R. Goranson
Director of Purchasing

225/389-3259 FAX 225/389-4841 purchasinginfo@brgov.com

ADDENDUM NO. 1
File 20-01111, Solicitation Number: A20-1111
Janitorial Services for the BR Airport's TSA Facility

December 2, 2020

Your reference is directed to file 20-01111, Solicitation Number: A20-1111, for Janitorial Services for BR Airport's TSA Facility. Located at 9191 Plank Road, Baton Rouge LA. 70807 which is scheduled to open at 11:00 a.m., on December 9, 2020.

The following changes are to be made to the referenced solicitation.

- 1) On page 17 of the solicitation document the paragraph under "Contractors Personnel", which reads:**

"Sufficient personnel shall be furnished to perform work efficiently and in a reasonable amount of time. Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance and integrity. All personnel are required to wear a uniform, and the use of cell phones is prohibited. All personnel will receive close and continuing first-line supervision by the Contractor. Any non-compliance with terms of qualification will be cause for removal from the building. All areas are to be maintained five (5) days per week from 2:00 P.M. to 5:00 P.M., Monday through Friday. The initial week's cleaning shall include all monthly and weekly duties being performed. Work will begin at 2:00 P.M. to 5:00 P.M. daily unless otherwise specified by the City Parish representative of the TSA Facility and will be performed Monday through Friday."

Is changed to read:

"Sufficient personnel shall be furnished to perform work efficiently and in a reasonable amount of time. Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance and integrity. All personnel are required to wear a uniform, and the use of cell phones is prohibited. All personnel will receive close and continuing first-line supervision by the Contractor. Any non-compliance with terms of qualification will be cause for removal from the building. All areas are to be maintained five (5) days per week from **8:00 A.M. to 12:00 NOON**, Monday through Friday. The initial week's cleaning shall include all monthly and weekly duties being performed. Work will begin at **8:00 A.M.** daily unless otherwise specified by the City Parish representative of the TSA Facility and will be performed Monday through Friday. **The Agency reserves the right to change hours at a later time if needed.**"

- 2) A part of this Addendum is to answer questions / requests put forth during the site visit and in writing during the inquiry period that ended 5pm December 1, 2020**

Please find attached questions and answer section.



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This addendum is hereby officially made a part of the referenced solicitation and should be attached to the bidder's proposal or otherwise acknowledged therein.

If you have already submitted your proposal and this addendum causes you to revise your original bid, please indicate changes herein and return to Purchasing prior to bid opening in an envelope marked with the file number, bid opening date, and time. If this addendum does not cause you to revise your bid, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

cc: Bid file 20-01111
mwhite@brla.gov
225-389-3259 x 314

Signature

Date

Company

Below are questions the questions received during the inquiry period for solicitation A20-1111, for Janitorial Services for BR Airport's TSA Facility. **File Number: 20-01111.**

Q1. Are the current rates for monthly cleaning services, shampooing carpet, and stripping & waxing bare floors public information? If so, please provide the current rates for the different services.

A1. Yes, the current rates are public record. The base price is \$328.00 per month and the carpet shampooing / stripping and waxing of floors are at No Charge.

Q2. The cleaning services need to be performed between 6:30a & 11:30a Monday through Friday, correct?

A2. The bid documents currently list the hours of 2:00 PM to 5:00 PM daily, Monday through Friday. However, the hours are being changed via this Addendum. Services to be rendered between 8:00 AM when the building opens and 12:00 Noon, Monday through Friday but the Agency reserves the right to change hours at a later time if needed.

Q3. What is the name of the current contractor?

A3. The current contractor is Thomas L. Grant d/b/a TLG Janitorial Services.

Q4. Please send the estimated monthly usage for all consumable supplies (e.g., paper towels, toilet tissue, toilet seat covers, hand soap, hand sanitizer, air fresheners, urinal screens or cakes, and can liners.

A4. There is no data available on usage of consumables at this time. Currently the TSA only has 8 to 10 employees at that location.

Q5. Please send a list of all consumable supplies being purchased for the facility including manufacturer name, part number, and description.

A5. That information is not available to the Purchasing department or to the Airport.

Q6. Do bidder's need to complete pages 24 and 25 of the bid package at this time?

A6. Page 24 must be completed if your bid is by a corporation and should be submitted with bid. An LLC, Partnership, or Individual does not need to complete page 24. Page 25 is a sample agreement and does not need to be completed.

Q7. Please send any addendums that have been issued related to this bid.

A7. Currently, this is the only Addendum to bid A20-1111.

Q8. Are there any specific paper products or soap required?

A8. The consumable supplies such as toilet paper, paper hand towels, soap and hand sanitizer provided by the vendor MUST match the existing dispensers.

Q9. Should the chemicals be unscented?

A9. It is not required that cleaners be unscented. They do however need to be pre-approved by the Agency and are required to meet CDC and MRSA guidelines.

Q10. Is there a certain amount of workers required on site?

A10. Sufficient personnel shall be furnished to perform work efficiently and in a reasonable amount of time.

Q11. And when the cleaning is done can they leave or do they have to stay a certain amount of time?

A11. Vendor may leave at any time once the days services have been inspected and a release is given by the Agency.

Q12. Are there any supplies at the site like buffer, mops, brooms, mop bucket or do we supply it all?

A12. The successful bidder will be required to provide ALL cleaning supplies, and cleaning equipment required for the performance of the work of this contract and to maintain the cleanliness and sanitation of the building. The cleaning equipment on site is the property of the current vendor.